

Virginia
DOR
DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION

Virginia Board for Barbers and Cosmetology
NAIL TECHNICIAN / NAIL TECHNICIAN INSTRUCTOR
EXAMINATION & LICENSE APPLICATION

Toll Free: 888-822-3272 Fax: 615-846-0153
E-Mail: vacos@pcshq.com Website: www.pcshq.com

Select the **one** examination you are applying for in the table below.

Examination	Trans	Fee	8
Practical & Theory Exam	1020	\$ 115.00	<input type="checkbox"/>
Practical Exam	1020	\$ 45.00	<input type="checkbox"/>
Theory Exam	1020	\$ 70.00	<input type="checkbox"/>

FOR OFFICE USE ONLY	ENTITY #	FILE #	APPLICATION #	RECEIPT #	RECEIPT DATE
	FEE	TRANS CODE 1020	LICENSE # 120		ISSUE DATE

8. **Contact Numbers** Primary Telephone _____ Ext. _____
 Alternate Telephone _____ Ext. _____
 Facsimile _____

9. **Have you ever taken the Nail Technician Examination in Virginia?**

No ☐ Month(s)/Year(s) Taken _____
Nail Technician ☐ _____
Nail Technician Instructor ☐ _____

10. **Do you have a current or expired Virginia Barber, Cosmetology, or Nail Technician License?**

No ☐
Yes ☐ Virginia License Number _____ Expiration Date _____
 Virginia License Number _____ Expiration Date _____

11. **Are you applying to take the Instructor Examination?**

No ☐
Yes ☐ VA Nail Technician License Number 1 2 _____ Expiration Date _____

If you are applying for an Instructor Examination, skip to question #13.

12. **Which method are you using to qualify for the examination? Select only one.**

- ☐ Completion of an approved nail technician-training program in a Virginia licensed nail technician school or a Virginia public school nail technician program approved by the Virginia Department of Education.
Required Documentation: A completed *Training and Experience Verification Form*.
- ☐ Successful completion of 150 hours of nail technician training which is substantially equivalent to the Virginia program but is obtained outside of the Commonwealth of Virginia, but within the United States and its territories.
Required Documentation: A diploma or official school transcript indicating the 150 hours of instruction received **or** written verification from the Licensing Board in the state where the 150 hours of training were received.
- ☐ If less than 150 hours, completion of a substantially equivalent nail technician course and six months of nail technician work experience.
Required Documentation: A certificate, diploma, or other documentation verifying successful completion of the nail technician course **and** a completed *Training and Experience Verification Form* documenting at least six months of nail technician work experience.
- ☐ Completion of the Virginia apprenticeship program in nail care.
Required Documentation: Completed *Change of Status Form* or an *Apprenticeship Action Form*.
- ☐ Cosmetology training obtained in any Virginia State Institution.
Required Documentation: Completed *Training and Experience Verification Form*.

13. **Have you ever been subject to a disciplinary action taken by any (including Virginia) local, state or national regulatory body?**

No ☐
Yes ☐ If yes, please provide a certified copy of the final order, decree, or case decision by a court or regulatory agency with lawful authority to issue such order, decree or case decision.

14. **Have you ever been convicted in any jurisdiction of a misdemeanor or felony?** *Any plea of nolo contendere shall be considered a conviction.*

No ☐

Yes ☐ If yes, list the misdemeanor and/or felony conviction(s). Attach your original criminal history record; a certified copy of the final order, decree, or case decision by a court or regulatory agency with lawful authority to issue such order, decree or case decision; **and** any other information you wish to have considered with this application (i.e., information on the status of incarceration, parole or probation; reference letters; documentation of rehabilitation; etc.). If necessary, you may attach a separate sheet of paper.

Original criminal history records may be obtained by contacting the state police in the jurisdiction in which you were convicted. Virginia residents must complete a criminal history record request form in the presence of a notary public and mail it to the Department of State Police, Central Criminal Records Exchange, Post Office Box 27472, Richmond, VA 23261-7472.

Certified copies of court records may be obtained by writing to the Clerk of the Court in the jurisdiction in which you were convicted. The address is available from your local police department.

15. **Are you applying for a temporary permit?**

No ☐

Yes ☐ If yes, please have your sponsor complete and sign the following sponsorship agreement.

Please note that in order to sponsor a temporary permit holder, the sponsor must not be the candidate's instructor but a licensed individual who will be present at all times in the salon where the temporary permit holder will be working.

I, the undersigned, agree to supervise all activities related to the practice of nail care for the named applicant, and shall be responsible for his/her nail care activities during the time the temporary permit is in force.

Printed Name of Sponsor

Signature of Sponsor

Nail Technician or Cosmetology License Number 1 2 _____

16. **I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the decision to approve this application. I will notify the Department if I am subject to any disciplinary action or convicted of any felony or misdemeanor charges (in any jurisdiction) prior to receiving the requested license. I certify that I have read, understand, and have complied with, all the laws of Virginia related to nail technician licensure under the provisions of Title 54.1, Chapter 7 of the *Code of Virginia* and the *Virginia Board for Barbers and Cosmetology Regulations*.**

Signature _____

Date _____

Attach

Recent 2x2
Head and shoulders Photo Here

**Photocopy pictures are not
permitted**